



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA INFORMATION MEMO

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: TCA 60-MONTH TIME LIMIT REPORTS

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Action Transmittals #99-05, #99-18, #99-32, #99-46, #99-48 and #01-25 describe the time limit policies for families that have received 24 or more cumulative months of federally funded Temporary Cash Assistance since January 1997. An action transmittal will be distributed soon that describes requirements and procedures for families reaching the 60-month time limit. This memorandum describes the reports available to local departments to manage their caseloads and comply with the time limit requirements.

WO MIS Reports

Two reports exist in the Work Opportunities Management Information System (WO MIS) to assist local departments in managing their Time Limited Eligibility (TLE) caseload. Both reports are available by accessing the WO MIS Reports Menu #3.

- The **TLE Current Status Report** gives information for customers who have received 18 or more months of federally funded TCA since January 1997 and their current activity participation status. This report indicates whether the customers are engaged in a work activity at the point in time that the report is run.
- The **TLE History Report** gives information for customers who have received 18 or more months of federally funded TCA since January 1997 and their activity participation status during the selected month. This report indicates whether these cases have been engaged in a work activity at any time during the selected month.

For a case to be eligible to receive benefits after reaching the 24th month, the customer must be engaged in a federally defined or state/locally defined work activity or in conciliation. Local departments may use the reports described above to monitor their TLE caseload and may select any range of months they wish to view.

For example, if you are interested in viewing cases that reach the 60-month time limit in January 2002, select the range of months equal to the current maximum number of months since January 1997 (i.e. for October 2001 the maximum number of months is 58). To view all cases that exceed the 24th month, select the range of months from 25 to the maximum number of months since January 1997 (i.e. for October 2001 the maximum number of months was 58). The local department WO MIS Data Manager should be able to generate these reports upon request.

We suggest that local department establish procedures to monitor this caseload by running **the TLE Current Status Report** at scheduled times during each month. Run the **TLE History Report** toward the end of each month to ensure all customers subject to work requirements are participating in work activities.

CARES Reports

In addition to management reports available through WO MIS, a **CARES TLE Report** is sent to local departments at the beginning of each month. The CARES report is similar to the WO MIS TLE Current Status Report. It provides information about the TLE cases in a jurisdiction and the customer's work activity status at the time the report is generated. The CARES report also provides aggregate information about the total number of TLE cases in the State and the number for each TLE month greater than 18.

New Report - January 2002

Beginning in January 2002, FIA will send local departments a report each month that indicates the number of 60-month cases in each jurisdiction, the 20% hardship allocation for each jurisdiction and the State totals. This report helps ensure that the 20% hardship allowance is not exceeded and assists jurisdictions in planning for the number of families reaching the 60-month time limit each month.

INQUIRIES:

Please direct questions to Mark Millsbaugh at mmillspa@dhr.state.md.us or 410-767-8558.

cc: DHR Executive Staff
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CTF